



Manage Funding



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Lesson Objectives

- **Objective:**
 - **Upon completion of this lesson the user will be able to:**
 - Add Funding to a Requirement.



Locate Record

UNCLASSIFIED

The Requirement Package can be accessed from
“My Requirements”
on the *Landing Page*.

News Tasks (14) Records **Reports** Actions

Indah Customer

My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgoyneCB for Requirement A000689		9/1/2015 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2015 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		5/28/2015 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CBO Only for Requirement A000437		5/17/2015 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000419		5/15/2015 10:36 AM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/13/2015 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/9/2015 10:34 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000333		4/8/2015 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2015 1:10 PM EDT	Indah_CB; Indah Customer
Review Correspondence from Indah Gess_CB for Requirement A000227		3/13/2015 3:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000527		1/13/2015 10:22 AM EST	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 12:00 PM EDT	Indah Customer

1-14 of 14

My Requirements

Filters >

Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A000020		Validated				9/22/2015 9:53 AM EDT
Requirement	A000018		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 5:00 PM EDT
Requirement	A000017		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:59 PM EDT
Requirement	A000016		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:41 PM EDT
Requirement	A000015		Validated				9/21/2015 3:46 PM EDT
Requirement	A000014		Validated				9/21/2015 3:32 PM EDT
Requirement	A000012		Validated				9/21/2015 2:56 PM EDT
Requirement	A000011		Validated				9/21/2015 2:10 PM EDT
Requirement	A000008		Validated				9/21/2015 12:24 PM EDT
Requirement	A000007		Assigned/Accepted	Indah Gess_CB	Indah Gess_KO	PL511	9/21/2015 9:49 AM EDT



Related Actions: Funding Information Dashboard

Select the **“Funding Information”** Dashboard (left navigation menu),
and then click the **Manage Funding** *Related Action* (top-right corner).



Summary

News

Related Actions

Additional Information

Funding Information >

Enclosure Documents

History

[Records](#) / [Requirements](#)

A000029 - Monitors Required for IG Tech Support

Follow

Manage Funding

Total Funding

Total Funding \$0.00
Document Amount
(Includes Fee)

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
No items available						



Manage Funding Form

Click **“Add”** to add a new funding requirement.



Summary

News

Related Actions ▶

Additional Information

Funding Information

Enclosure Documents

History

Manage Funding Data for Requirement - A000029

Funding Summary

Total Funding Documents Amount (Includes Fee)

\$0.00

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
No items available						

Close



Manage Funding Form (cont.)

Complete these fields: **Document Number, Type, Expiration Date, Total Amount** and upload the Funding Document. Click **“Save”** to submit the form.

Create Funding Data for Requirement A000029

General Information

Document Number *

1

Description

Funding Office ID

Type *

MIPR

Upload *

funding.txt (< 1 KB) [Remove](#)

Expiration Date *

11/19/2015

New File Name

Monitor Funding

If you would like to save the file under a different name, please type that name here.

Funding Options

- ☐ Severable
- ☐ Non-Severable
- ☐ Subject to Availability
- ☐ Incrementally Funded

Funding Document Amounts

Total Amount (Includes Fee) *

\$2,500.00

Comments

Funding Doc

Save

Cancel



Manage Funding Dashboard

Once funding information has been added, it can be edited or deleted. Place a checkmark to the left of the funding document you want to modify or delete. Click **“Edit”** to modify the funding document’s original information, or **“Delete”** to permanently delete all funding information for the selected requirement.

Manage Funding Data for Requirement - A000029

Funding Summary

Total Funding Documents Amount (Includes Fee)
\$2,500.00

Funding Data

<input checked="" type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
<input checked="" type="checkbox"/>	1	Monitor Funding	\$2,500.00		11/19/2015	MIPR

Notes - The selected Funding Document has no associated LOAs.

Funding Details for 1

Description

Funding Options

- ☐ Severable
- ☐ Non-Severable
- ☐ Subject to Availability
- ☐ Incrementally Funded

Comments Funding Doc



Manage Funding Dashboard (cont.)

Click **“Funding Information”** to display all funding entered.



Summary

News

Related Actions

Additional Information

Funding Information

Enclosure Documents

History

Records / Requirements

A000029 - Monitors Required for IG Tech Support

Follow

Manage Funding

Total Funding

Total Funding \$2,500.00
Document Amount
(Includes Fee)

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
<input type="checkbox"/>	1	Monitor Funding	\$2,500.00		11/19/2015	MIPR

■ In this lesson the user learned how to:

- Add Funding to a Requirement.



DEFENSE INFORMATION SYSTEMS AGENCY
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